

Parks and Recreation Department

Community Outreach Manager

FLSA Status: Non-Exempt

General Definition of Work

This position manages all sponsorships and volunteers for every Parks & Recreation Department event. This position is also responsible for all administrative duties. Work is performed under the limited supervision of the Parks and Recreation Director. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with one hour for lunch. Hours are subject to change due to work demands or as needed.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

This position is 50% fundraising/sponsorships and 40% coordinating volunteers. Experience in both of these areas are a must.

Essential Functions

- Obtains and manages all sponsorships for events
- Recruits and oversees all event volunteers
- Coordinates Parks/Trail volunteers and opportunities
- Plans annual Fall Celebration and Floral Display Competition
- Oversees all shelter and park rentals by processing reservations using Active Network, maintaining paperwork
- Oversees all office functions (responds to community's park-related questions, concerns, and maintenance issues via phone, email, and online CRM database)
- Maintains the Park Department website
- Updates Brochures and Department Pamphlets
- Compiles Parks Department Quarterly Report
- Processes Trail Access Permits and Geo-Cache Permits
- Assists Director in development of new policies and procedures as it pertains to the department
- Participates in setting annual goals for the Parks & Recreation Department
- Assists in training and directs interns in day-to-day activities as needed.
- Assists with Community Events during planning process and day of execution
- Researches Grant opportunities
- Completes other duties as assigned by Director

Knowledge, Skills and Abilities

Strong negotiation and excellent communication skills- both written and verbal. Ability to build a relationship with businesses, volunteers, and the community. Proficient in Microsoft Office programs (Word, Excel, Publisher, PowerPoint). Comprehension skills in Active Network Software for facility reservations, registration policies, and refunding policies. Basic math skills and accounting skills for assisting with department budgets and financial reports. Ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree with coursework in Business, Marketing, Hospitality, Special Events, or related field. Proven experience with sponsorship management and retention.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements How to Apply

Valid driver's license in the State of Indiana
CPR Certification or ability to obtain
First Aid Certification or ability to obtain

How to Apply

Please submit your application to Parks and Recreation Director Melody Jones at mjones@westfield.in.gov
We will be accepting resumes through August, with a start date of September 19th.
No phone calls please.